



TREE PERMIT

Public Works Department Public Grounds Section

APPLICATION FOR PERMIT TO PLANT A TREE ON CITY PROPERTY

To the Urban Forester: _____

Date _____

Applicant _____

Address _____

Zip Code _____

Telephone _____

Email address _____

Applicant Requests (circle one):

- To plant a tree to be provided by the applicant
- To plant a tree to be provided by the City
- That the City plant a tree provided by the applicant
- That the City plant a tree provided by the City

Applicant assumes all responsibility for any damage that might occur while performing the above described work, and agrees to perform work in accordance with city ordinances.

Applicant Agrees:

- To assist with identifying a viable planting location and selecting an appropriate tree for that space
- To use the minimum distance from improvement and utility locates to help identify at least one planting site option
- To provide maintenance activities, especially watering to establish the tree for (circle one) 3 years 5 years
- To follow planting, establishment /maintenance guidelines provided by the City
- To alert the City to problems with the tree during the agreed establishment period

Please list any preferred species here: _____

Time and date after which site may be inspected with applicant _____

Use this space to draw a general picture of the property and proposed planting location. Minimum distances from improvements and size classes are listed on the back for your convenience. It is recommended you call for utility locates prior to selecting a possible planting location. When possible, draw in the utilities here. Please indicate if an overstory or understory tree is appropriate for this site.



2 DAYS BEFORE YOU DIG
CALL TOLL FREE
1-800-344-7483
MISSOURI ONE CALL SYSTEM, INC.

Note: Trees that reach up to 30 feet at maturity are considered understory trees.
Trees that reach over 30 feet at maturity are considered overstory trees.

If you are not sure what species of tree is available or you do not have a preference, indicate if your planting site is appropriate for an understory or overstory tree and our staff will help you select a tree from the current year's availability list.

Sec. 114-57. - Minimum distance from improvements.

It shall be unlawful for any person to plant or cause to be planted any street tree closer to any curb, alley, private drive, streetlight, traffic signal, sidewalk or street intersection than the minimum distance shown from such improvements in the following table:

.....MINIMUM DISTANCE OF STREET TREES FROM IMPROVEMENTS (*Minimum Distance From measured from the nearest point in feet*)

Street Tree Mature Height* (feet)	Back of Curb	Sidewalk	Private Drive Edge	Street Light	Street Intersection	Alley Right-of-Way	Fire Hydrant	Utility Pole	Utility Line	Under-ground Utility Access
2 to 25	3	3	6	30	40	15	10	10	0	10
26 to 30	6	6	8	30	40	15	10	10	10	10
Over 30	10	10	12	30	40	15	10	10	25	10
Indicate min/max distance for new tree										

Sec. 114-59. - Trees to be staggered.

Insofar as conditions will permit, street trees shall be planted or located so that a street tree on one side of a street within any block will be located midway between any two street trees on the other side of the street, provided that this may be done without conflicting with any other provisions of this division.

FOR OFFICE USE ONLY

Recommended tree species/variety _____ Overstory/Understory _____

Proposed tree distance from:

Sidewalk _____ Underground Utility Access _____ Inside Curb _____ Fire hydrant _____

Nearest crosswalk _____ Intersection _____ Nearest Driveway _____ Utility Pole _____

Nearest tree same side of street _____ Alley ROW _____ Nearest tree opposite side of street _____ Street Light _____

Indicate is properly staggered _____

Inspections:

Proposed tree location: Approved / Rejected _____

Inspector _____

Date _____

Indicate determined location on front of sheet. Both Inspector and applicant initial and date

Work Completed: Approved / Rejected: _____

Inspector _____

Date _____

Added to tree permit Tracking Database DATE _____ File Name _____

Urban Forester _____

Date _____

Permit Number _____
Date Granted _____
Date Permit Expires (if unfulfilled) _____
Permit Maintenance Expiration _____

Notes: